

\* \* \* \* \*

UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

\* \* \* \* \*

No.083

Job vacancy

September 17, 2008

**OPEN TO:** All Colombian Candidates

**POSITION:** INFORMATION AND COMMUNICATIONS ASSISTANT  
(0011850B)

**OPENING DATE:** **Wednesday, September 17, 2008 at 8:00 a.m.**  
**Bogotá Time**

**CLOSING DATE:** **Wednesday, October 1, 2008 at 4:00 p.m.**  
**Bogotá Time**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-9 Col. Ps. \$49,649,639.00-  
Col. Ps. \$81,921,899.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 5:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”.

#### **SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

#### **PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Information and Communications Assistant.

#### **BASIC FUNCTION OF POSITION**

The Program Information and Communications Assistant is located in the Program Office (PO) of USAID/Colombia. The Program Office leads the Mission's strategic planning, obligation, reporting, and evaluation processes. These responsibilities are especially critical in this large, politically-charged, and programmatically complex Mission.

The Information and Communications Assistant reports directly to the Program Information and Communications Specialist. S/he is responsible for producing critical information and communications material that will permit USAID/Colombia to communicate accomplishments and progress to Congress, USAID/Washington, partners, the Colombian public, and other interested parties in support of Government of Colombia's goals and objectives. S/he is also responsible for providing program information and communications management support to the Program Office and the entire USAID mission. This support complements Embassy Public Affairs Section (PAS) efforts to inform the Colombian public and U.S. officials of the full spectrum of USAID activities, and their positive impact in Colombia. Serves as Information and Communications Specialist in absence of incumbent.

As directed by the Program Information and Communications Specialist, s/he

drafts and/or coordinates (with project managers, activity managers, and implementing partners) the preparation of briefing materials, success stories, and activity highlights. S/he also maintains up-to-date versions of those materials for USAID/Colombia and Washington and other U.S. agencies for distribution to diverse audiences and constituencies, as well as the USAID/Colombia web site. S/he provides support to the Program Information and Communications Specialist in the implementation of the Mission's outreach and communications strategy that promotes Mission programs to both internal and external audiences, facilitates information access and sharing within the Mission, and strengthens the Mission reporting functions to USAID/Washington.

Maintains a thorough familiarity with USAID Mission priority themes and objectives as well as U.S. domestic and foreign policy in order to explain and enhance local understanding of USAID programs with primary contacts. Extensive travel to the sites of USAID-supported activities is required.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Public Information and Communications Materials:

- Drafts, develop and maintain information products to support the Mission's information and communications strategy. Products include brochures, handouts, fact sheets, monthly or bi-monthly newsletters, PowerPoint presentations, activity highlights, success stories and other visual displays on USAID's objectives and programs.
- Disseminates this information to the Mission's various audiences and constituencies, which include USAID/Washington; host government and NGO counterparts; assistance beneficiaries; USAID contractors and grantees; other donors; local and U.S. public opinion; and, via the Embassy PAS, local and international media.
- Works with USAID technical staff to develop weekly reports, speeches, briefing materials for handouts and other special needs. Prepares VIP briefing and press packets for use during USAID site visits or media events.
- Establishes and maintains (with input from the Technical Offices) an organized filing system of press clips, photos, success stories, and relevant information on where USAID is working in particular areas of Colombia to be available for site visits and reporting, as needed.
- With direction from the Program Information and Communications Specialist, the incumbent will be responsible for coordinating all of USAID/Colombia's branding efforts and will assist USAID staff and

contractors in developing appropriately branded public information and events, and ensure proper implementation of branding guidelines.

- Travels to the field to become acquainted with projects and field staff and develops success stories for dissemination through website, outreach folders and to the media.

#### Development and maintenance of USAID/Colombia Website:

- As directed by the Information and Communications Specialist, continuously updates USAID/Colombia external Website.
- Selects reports, documents, graphics, and photographs displayed on Website, including clearing the content with USAID/Colombia management.

#### Event Planning and Coordination:

- In conjunction with the Embassy Public Affairs Section (PAS), Program Office, technical teams and implementing partners, takes primary responsibility planning and organizing USAID public diplomacy events, such as inaugurations, ribbon cutting, and completion of projects.
- Planning and coordination include, but are not limited to: conducting pre-planning visits, accompanying advance teams to negotiate protocol issues with staff of participating government officials, establishing and confirming event schedules, staging and logistical issues, preparing briefing books, speeches, scene-setters, and other materials, liaison with U.S. and local government officials and on-site coordination of media, etc. He/she will also follow-up with media to ensure coverage of public events.

The incumbent will maintain a calendar of USAID program events in close coordination with PAS, implementing partners, and the Cognizant Technical Officers (CTO).

#### Information and Communications Strategy:

- Assists the implementation of the Mission's information and communications strategy that promotes Mission programs to both internal and external audiences, facilitates information access and sharing within the Mission, and strengthens the Mission reporting functions to USAID/Washington.
- Provides public information/education/communications support for USAID programs by keeping abreast of the inter-relationships and significance of various program components, understanding the needs of the Technical

Offices, and prioritizing needs for disseminating information and applying communications methodologies and tools.

### **REQUIRED QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

a. Education:

Bachelor's degree in a related field (e.g. communications, journalism, international relations or development, public administration) is required.

b. Prior Work Experience:

Minimum three years of progressively challenging experience in journalism, communications, writing, news media and/or public relations.

d. Language Proficiency:

Level IV fluent written and oral English and Spanish skills are required.

e. Knowledge, Skills and Abilities:

i) Demonstrated superior grammar, proofreading and editorial skills; knowledge of AP stylebook strongly preferred, ii) Be a team player with experience in giving direction to non-experts writers on copy editing, writing headlines and captions, and graphic design layout, iii) Demonstrated skills and extensive hands-on experience in communications and public relations, iv) Have ability to think strategically, be able to see the big picture and drive specific communication initiatives from development to completion, v) a broad understanding of issues related to international development, with emphasis on the Latin American region is required, vi) Demonstrated ability to work as a team member, together with the ability to work independently and to proactively offer leadership in the areas of his/her competencies, is required; vii) Planning, analytical, organizational, and excellent communication skills; viii) personal initiative, strong innovation skills to design and to produce communications materials, and the capacity to present information and communications creatively; ix) strong computer skills and ability to meet deadlines and to prioritize and manage various projects simultaneously; x) tact and diplomacy skills; xi) ability to understand complex information; and xii) interviewing skills to gather information from different sources.

d. Language Proficiency:

Level IV fluent written and oral English and Spanish skills are required.

e. Post Entry Training

Familiarization training in USAID and USG-specific press procedures, regulations, and methods. Orientation to performing public relations work from a donor-agency perspective, etc., will be provided. Formal courses offered for USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update qualifications as they become available, subject to availability of funds.

f. Ability to travel within Colombia is required for the position.

**POSITION ELEMENTS:**

a. Supervision Received:

Work is performed under supervision of the Program Information and Communications Specialist, who assigns work on a long-term basis and reviews work primarily in terms of achievement of program, effectiveness in meeting host country and USAID objectives and integration with Mission technical offices.

b. Available Guidelines:

Mission policies; USAID general guidelines regarding allowable communications activities and relationships with PAO and the media, including the graphic standards manual; Mission's Strategic Plan; Administrative Directive System (ADS); USAID rules and regulations; and U.S. Department of State Standardized Regulations; and U.S. Embassy guidelines on public diplomacy and media relations.

c. Exercise of Judgment:

Substantial reliance is placed on the employee's use of judgment concerning priority and effectiveness of public relations activities. Employee must react to and interpret changing priorities and circumstances in the media and their effects on his/her work in coordination with various mission elements. The employee must plan his/her work schedule independently.

d. Authority to Make Commitments:

Not authorized to make commitments, monetary or otherwise, on behalf of the USG.

e. Nature, Level, and Purpose of Contacts:

Contacts are maintained with USAID and other USG agency officials, mid-to high-level Colombian Government officials, other embassies, counterparts, donors, grantees, and contractors, in the pursuit of Mission goals.

f. Supervision Exercised:

This is a non supervisory position.

g. Time Required to Perform Full Range of Duties after entry:

One year.

**SELECTION CRITERIA**

25 points: Work experience demonstrated in preparing communications pieces.

25 points: Evidence of strong English/Spanish writing and oral skills. Writing sample will be required of individuals who reach interview stage.

25 points: Demonstrated ability to analyze complex information and prepare succinct, informative reports and briefing documents.

25 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES  
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY  
OCTOBER 1, 2008 AT 4:00 P.M. BOGOTA TIME**

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those that meet all of the requirements will then be scheduled for the required language

examinations if needed. English language examinations are given at First Class English. Those applicants will be contacted and given the procedures for each examination.

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

DISTRIBUTION: "BB"